

M E M O R A N D U M

TO: Directors and Central Services Administrators of State Agencies

FROM: Chuck Swysgood, Budget Director
Office of Budget and Program Planning

DATE: October 28, 2002

SUBJECT: **Preparing for Supplemental Appropriations – HB 3 and HB 16
and for the Budget Amendment Bill – HB 4**

As we move into the final weeks of preparing for the next session, there may be a few more items that are applicable to your agency, as explained below. If you have a request, please e-mail or send it to the attention of Jane Hamman and call her with any questions.

~~FY 2003 Supplemental Appropriation Requests (HB 3 for regular and HB 16 for emergencies)~~

1. The few agencies anticipating a supplemental request are asked to submit a brief **memo request by November 4**, including an explanation of the "unforeseen and unanticipated emergency" and reason(s) why all other sources of funds appropriated are insufficient to meet the need. You will be contacted if we have questions or need more information.
2. Any later request or adjustment to an original request also must be submitted to OBPP, but will be presented to the Legislature for consideration as an **amendment** to HB 3.

~~Budget Amendment Bill (HB 4)~~

1. We will continue processing BA BCDs until January 5th. When the gavel comes down, the Legislature will be in session and we will not process any more until after about April 6th.
2. **If a BA has been approved prior to the session and will continue BEYOND Sept. 30, 2003, language to continue the remaining authority must be included in HB 4.** We will draft HB 4 based on all the grant information processed to date with your BCDs to include this continuing language. We will post the draft on our guest directory and send an e-mail to each agency in the bill requesting your immediate review **between now and Nov. 8**
3. **If you receive a new budget amendment or an extension/expansion of an existing BA between January 6th and April 6th, you must submit it with a "high priority" BA BCD to the OBPP so we can prepare an amendment to HB 4.** As you know, HB 4 is one of the more difficult bills for newer members of the Legislature to understand so it becomes essential that the amendments are coordinated into one package. ~~It is illegal by substantive law for us to approve a BA after the session that was available for legislative consideration between January 6th and April 6th.~~ Several agencies lost federal funds last year because the award notices got set aside during the rush of session work. Don't let that happen to you! Plan to continue submitting BA BCDs right through the session for amendments to HB 4.

~~Legislation Bill Drafts~~

The few remaining bill drafts must be through the OBPP review process and to the LSD by October 31 at 5 p.m. Please let us know if you have anything else in coming. The new task is preparing the 8zz budget-balancing bill drafts as quickly as possible. Call Jeanne Nevins at –7385 if you need assistance.

~~Stripper Well Oil Overcharge Applications (HB 10)~~

For your information, there will be no appropriations this session because the revenue has ended.